

**DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PERSONNEL MANAGEMENT**

**INSTITUTION OF HIGHER EDUCATION
PROVISIONAL POSITION REQUEST**

(See instructions on Page 2)

INSTITUTION			FY 1
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CLASS CODE	TITLE (Attach description of job duties)	GRADE	FY 2 SALARY
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DEPARTMENT/PROGRAM ASSIGNMENT	DATE OF BOARD APPROVAL
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PROJECT

FUNDING SOURCE	BEGINNING/ENDING DATES
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TOTAL AMOUNT OF FUNDING	POSITION FUNDING DATES
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PROJECT DESCRIPTION (Attach additional sheets)

PERSONNEL REPRESENTATIVE	DATE	PRESIDENT/CHANCELOR	DATE
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OFFICE OF PERSONNEL MANAGEMENT

☐ APPROVED AS FOLLOWS

☐ DISAPPROVED

			FY 1
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CLASS CODE	TITLE	GRADE	FY 2 SALARY
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ITEM NUMBER	APPROVED THROUGH
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OPM PERSONNEL REPRESENTATIVE	DATE	OPM HIGHER EDUCATION MGR	DATE
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Total positions authorized:	Total positions approved:	Total positions remaining:
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INSTRUCTIONS

Complete this form for each new Provisional Position requested. Complete the form as follows.

INSTITUTION:	Enter name of your institution.
CLASS CODE:	If requesting a classified title, enter the class code for the title. Leave blank if requesting a non-classified title.
TITLE:	If requesting a classified title, enter the appropriate title for the class code you entered. If requesting a non-classified title, enter the requested title.
GRADE:	If requesting a classified title, enter the pay grade for the title.
SALARY FY 1:	If requesting a non-classified title, enter the requested line item maximum salary for the first year of the biennium.
SALARY FY 2:	If requesting an non-classified title, enter the requested line item maximum salary for the second year of the biennium.
DEPARTMENT/ PROGRAM ASSIGNMENT	Enter the name of the department or program to which the position will be assigned.
DATE OF BOARD APPROVAL	Enter the date the Board of Trustees approved the submission of this request.
FUNDING SOURCE:	Enter the name(s) of the funding source(s) for the project.
BEGINNING/ ENDING DATES:	Enter the beginning and ending dates of the project.
TOTAL AMOUNT OF FUNDING:	Enter the total dollar amount of funding awarded from the granting agency(s).
POSITION FUNDING DATES:	Enter the beginning and ending dates for position funding within the biennium.
PROJECT DESCRIPTION:	Provide a through narrative description explaining the purposes, goals and objectives of the project.
FOR OPM USE ONLY:	OPM will use this space to assign item numbers and additional information.